



February 24 & 25, 2012: 10 AM – 8 PM
February 26, 2012: 10 AM – 5 PM

Pennsylvania Farm Show Complex
2300 North Cameron Street
Harrisburg, PA 17110

2012 EXHIBITOR INFORMATION

The following guidelines have been set to ensure that your experience at the event goes smoothly. Pennsylvania Garden Expo management reserves the right to uphold these guidelines as well as those listed on your Exhibitor contract.

BOOTH INFO

Draping for 3 sides of exhibit space (8ft high back drape & 3ft high side drape) is also included at no additional cost. Displays placed along the side drapes that are over 4' high should not extend into the booth more than 5' from the back.

SET-UP & TEAR DOWN

Set-up: Wednesday, February 22: 12 PM – 6 PM
Thursday, February 23: 8 AM – 6 PM

Tear Down: Sunday, February 26: 5 PM – 12 AM

Show hours on Sunday do not end until 5 PM. As a policy, Exhibitors that pack up early during show hours may be banned from exhibiting at future JPI Expo events. We will not tolerate holes in the show out of respect for our attendees. Contact our Expo Manager, Karen Rousche if you have a concern at 717-236-4300 or KarenR@JournalPub.com.

PARKING

The Pennsylvania Farm Show Complex provides (2) parking passes per exhibiting company. A parking fee is not charged during set up days. Parking passes will be distributed upon Exhibitor Check-In during event set-up.

The Pennsylvania Garden Expo management team respectfully asks that you do not park in locations that would be considered near the entrance to the North Hall during show hours. We realize that this involves a longer walk to the entrance of the building but we need to save as many parking spaces as possible for our attendees. We all want happy attendees so please be considerate.

EXHIBITOR BADGES

Maximum of 6 badges per Exhibitor will be issued. Please submit names prior to the event. Badges will be distributed upon Exhibitor Check-In during event set-up.

ELECTRIC

Electric is available at all booths. You MUST supply your own power strip AND extension cords.

INTERNET

The Pennsylvania Farm Show Complex offers free wireless internet services throughout the facility. As with any Wi-Fi service, the connectivity level will vary due to your location and other variables. While the service is free, we cannot guarantee that it will always be available. **IF YOU REQUIRE INTERNET TO CONDUCT BUSINESS, WE STRONGLY RECOMMEND THAT YOU INSTALL A WIRED CONNECTION.** Contact our Expo Manager, Karen Rousche at 717-236-4300 or KarenR@JournalPub.com

BOOTH DECORATION & ACCESSORIES

Tables, chairs, and carpeting are available at your cost. Service provided by General Exposition Services. For more information or to place your order, visit our website at www.pagardenexpo.org and select "Exhibitor Details" under the "Exhibit" tab.

ICE SERVICE

The Pennsylvania Farm Show Complex's caterer will provide a daily delivery of ice to your booth if arranged in advance. The cost is \$5/bag. Contact Centerplate – Deanna Davis, 717-233-3113.

SOUND

All sound producing or amplifying devices must be kept at an appropriate level so as to not interfere with surrounding exhibitors.

FIRE CODES

No propane tanks or use of propane inside hall, no lit candles or open flames of any time are permitted by order of the Fire Marshall.

SOLICITATION / SALES LITERATURE

No sales solicitation or distribution of literature outside of your booth space.

DEMONSTRATIONS

When offering sampling, demonstrations, or giveaways, your booth must be arranged so that attendees coming into your exhibit do not block aisles or overlap into neighboring exhibits. Aisles are property of all exhibitors; therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire expo.



Correct Crowd Control



Incorrect Crowd Control

PA SALES TAX

The State of Pennsylvania requires that any exhibitor selling merchandise obtain a permanent Pennsylvania sales tax license. If you intend to sell merchandise at this event you must provide us with your PA Sales Tax number. We must file an Exhibitor listing to the PA Department of Revenue. If you have any questions or need tax forms please visit their website: <http://www.pa100.state.pa.us/>